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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 4 December 1957

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member Dr. [REDACTED]
C/PD - Voting Member Dr. [REDACTED]
C/PCD - Voting Member Dr. [REDACTED]
C/TSD - Voting Member Dr. [REDACTED]
Personnel Placement Officer Mr. [REDACTED]
C/ASD - Executive Secretary Mr. [REDACTED]
Secretary to C/MS - Recording Secretary . . Miss [REDACTED]

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1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 9 October 1957 were approved by the Members as written.

2. Career Staff Applications

The Career Staff Applications of the following personnel were approved for forwarding to the CIA Selection Board as Category "A" cases:

25X1A9a [REDACTED], GS-6, Secretary (Stenographer)
[REDACTED] GS-4, Clerk-Typist

3. Promotion

25X1A9a The Executive Secretary presented a request from C/TSD for the assignment of [REDACTED] Jr., GS-9, Medical Technician, to the position of Chief Technician, TSD, and his concurrent promotion to GS-10. The Executive Secretary recommended the Board disapprove this request based on the following reasons: (1) Mr. [REDACTED] has been in grade for only seven months and would not be eligible for promotion and there is insufficient justification on which to base an exception; (2) this promotion would be inconsistent with the Competitive Evaluation system. The Executive Secretary further stated he believes some of the technicians due to return from overseas assignments in the near future might warrant consideration for this assignment. The Board agreed to name Mr. [REDACTED] as the Acting Chief Technician and to defer further consideration until the assignments of several returnee technicians have been determined.

4. Assignments

25X1A2d1 a. C/PCD outlined the requirements for the assignment of a technician to Project [REDACTED] and the basic duties of the incumbent of this position.

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Question was raised regarding the grading of this position at GS-9 and it was agreed that this would suffice for the present. The Executive Secretary then stated [REDACTED], GS-6, Medical Technician, has been designated for this position and has started his processing. Mr. [REDACTED] is due to depart for his post in February 1958. The selection of Mr. [REDACTED] as the candidate was briefly discussed and it was determined he more nearly suited the requirements of the Project than any other medical technician now available. C/MS asked that a meeting be arranged to discuss this assignment outside the Career Board Meeting. The Executive Secretary also raised the question of promotion for Mr. [REDACTED] prior to his departure but this matter was deferred until after further discussion.

b. The Executive Secretary announced the reassignment of [REDACTED], GS-6, Medical Technician, to [REDACTED] and the reassignment of [REDACTED], GS-6, Medical Technician, to [REDACTED]. These reassignments were necessitated by the establishment of a new technician position at [REDACTED] and the fact that Mr. [REDACTED], whose position at [REDACTED] was abolished, was not considered available for assignment to [REDACTED] because of his previous cover arrangements.

5. Review of Field Reassignment Questionnaires

a. [REDACTED], GS-11, Medical Technical Assistant. C/PCD suggested Mr. [REDACTED] might possibly be considered for assignment to the position of Medical Technician at [REDACTED] if and when this position is established. Since Mr. [REDACTED]'s position at [REDACTED] is to be abolished, DC/MS recommended consideration be given to Mr. [REDACTED] return to Headquarters prior to the expiration of his tour if circumstances so warrant.

b. [REDACTED], GS-11, Medical Service Officer. The Executive Secretary recommended the assignment of Mr. [REDACTED] to the Operations Division on his return to Headquarters. C/MS also suggested the possibility that Mr. [REDACTED] might remain in his present position for a period of time.

c. [REDACTED], GS-11, Medical Technician. The Executive Secretary also reviewed a Fitness Report recently received on Mr. [REDACTED]. C/MS informed the Board Members of a discussion he had with Mr. [REDACTED] while in [REDACTED] recently at which time it was agreed that C/MS would personally explore possibilities of future assignments for Mr. [REDACTED].

d. DC/MS noted the fact that three senior technician-administrative officers would be returning to Headquarters in the near future and recommended personnel in this category be considered for advanced training, including external training, rather than merely considering their future assignments. The Board then discussed the entire matter of rotation of personnel. This subject will be discussed at a future meeting.

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c. [REDACTED], GS-6, Medical Technician. The Executive Secretary briefly reviewed this Field Reassignment Questionnaire which was forwarded with a dispatch declaring Mr. [REDACTED]'s position at [REDACTED] surplus. Mr. [REDACTED] has been reassigned to [REDACTED]

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